

Instructions on Uploading State General Fund Loan Documents to Gateway

To upload loan documents via the Gateway for Government Units (“Gateway”), visit <https://gateway.ifionline.org/login.aspx>. Users will need to log in to Gateway with a username and password. If you do not have a log-in or need assistance, please send requests to gateway@dlgf.in.gov.

Once logged in, from the Select Application menu, select the “Budgets” option to enter the Gateway Budget Forms application.

Select Application

Annual Financial Report



Select application to submit your Annual Financial Report files to the SBOA.

Budgets



Select application to submit your budget forms to the DLGF.

Debt Management



Select application to submit your debt management forms to the DLGF.

Property Files Upload



Select application to submit your property files to the DLGF.

After entering the budgets application, select your unit of government. Make certain the current year is chosen from the drop-down menu.

Select Unit from List

Currently Viewing Year:

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
0000	Adams County	County	Adams

Once on the Unit Main Menu, click “Submit Proof of Publication and Signed Ordinance,” as pictured below.



Submit Proof of Publication and Signed Ordinance

View, upload and submit proof of publication to DLGF.

From the “Select file type” drop-down menu, select “State General Fund Loan.” Enter a “Description” field to indicate whether the file is the resolution requesting the loan, the promissory note, or both.

Click the “Browse...” button to select the resolution or promissory note file. Gateway will accept PDFs and most image files. Locate your file with the File Upload window, and then click “Open.” The “Date” and “Supplemental Date” fields should be left blank.

The screenshot shows the Gateway for government units website. The header includes the Gateway logo, the text "INDIANA Gateway for government units", and a navigation bar with links: Home, About, Account Settings, Help, and Logout. The Department of Local Government Finance is also mentioned. The breadcrumb trail reads: Select Unit > Unit Main Menu > Submit Publication and Ordinance. The selected year is 2013 and the selected unit is Adams County - 0000 Adams County. The main heading is "Submit Files - 0000 Adams County". The "Submit File" form contains the following fields and buttons:

- Select file type:** A dropdown menu with "State General Fund Loan Documentation" selected.
- Enter description for 'Other':** A text input field.
- Enter a Description:** A text input field.
- Select File to Upload:** A text input field with a "Browse..." button next to it.
- Date:** A text input field.
- Supplemental Date, if Applicable:** A text input field.
- Upload File:** A button at the bottom of the form.

Finally, click the “Upload File” button to finish uploading the resolution. The file submission should be visible below this button if the upload was successful.